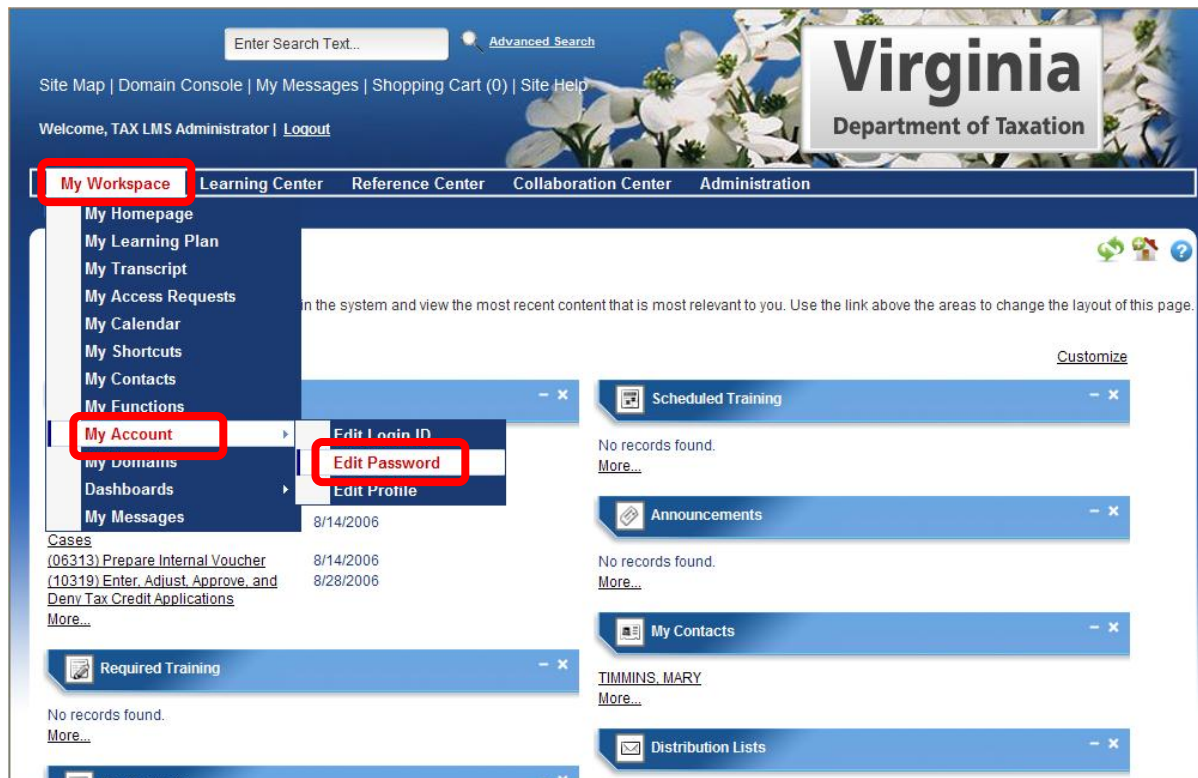


Change Your LMS Password

The TAX Learning Management System (also known as the TAX Knowledge Center, KC, or LMS) enables you to control your login information. You can change your Login ID and Password at any time.

To change your LMS password:

- Step 1.** Open the TAX Knowledge Center Login Page (<https://covkc.virginia.gov/tax/external>).
- Step 2.** Enter your **Login ID** and **Password**.
- Step 3.** Click the **Submit** button. The *TAX Knowledge Center Home Page* opens.



- Step 4.** Select **My Workspace > My Account > Edit Password**. The *Edit Password* window opens.

Enter Search Text... [Advanced Search](#)

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Welcome, TAX LMS Administrator | [Logout](#)

[My Workspace](#) [Learning Center](#) [Reference Center](#) [Collaboration Center](#) [Administration](#)

[Home >> My Workspace >> My Account >> Edit Password](#)

Edit Password

Change your password. Remember to use your new password the next time you log in.

Edit Password

To change your password, enter your current password and enter the new password twice. Click Save when finished.

* Current Password

* New Password [Password Rules](#)

* Confirm New Password

Save

Step 5. Type your **Current Password** in the appropriate field.

Step 6. Type your **New Password** in the appropriate field.

Note: Your password must be at least 6 characters and contain at least one uppercase letter, one lowercase letter, one number (0-9), and one special character (such as =/.,'-*!@#\$\$%^&*()). An example of an acceptable password is **Training#1**.

Step 7. Re-type the new password in the **Confirm New Password** field.

Step 8. Click the **Submit** button. Your new password is saved in the system. You will use the new password the next time you login to the LMS Web site.